

STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER
Job Order Detail

Department: DEPARTMENT OF AGRICULTURE

Division: Director's Office

Date Posted: 03/17/2008

Job Category: Office and Administrative Support

**Position
Number:** 62100104

Position Title: EXECUTIVE SECRETARY - OPEN UNTIL FILLED

Location: HELENA

Job Status: Full Time Permanent

Salary: \$24,063.00 to \$36,095.00

Salary Unit: Year

Additional Salary Info: Incoming salary will be set from entry to market based on successful candidate's previous knowledge, skills and experience relative to the requirements of the job. With current Montana State employees, market ratio is also a consideration.

Shift: Daytime

Band or Grade: 4

Closing Date: 04/07/2008

**Supplement
Required:** No

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF AGRICULTURE

303 N. Roberts

HELENA, MT 59620

Phone: (406)444-3145

Fax: 444-5409

TTY: 777

E-mail: dgjerde2@mt.gov

Special Information:

The Montana Department of Agriculture is a great place to work! Consider building a future with us!

This position will be open until filled. Applications that are to be reviewed for this posting period must be received **on or before 5:00 PM, Monday, April 7, 2008** by any local Job Service Office or the Dept. of Agriculture, Attn: Denise Gjerde, PO Box 200201, Helena, Montana 59620-0201.

Duties:

All duties of this position center on providing assistance to the Director's office in its efforts to meet and exceed the Agency's stated mission, which is: "To protect producers and consumers, and to enhance and develop agriculture and allied industries in the State of Montana". The incumbent establishes office procedures, represents the Director and Agency at various administrative meetings, coordinates Agency administrative rules, and coordinates special projects for the Governor's office.

This position also coordinates and oversees a variety of administrative duties in support of the Director, Deputy Director, Chief Attorney, Information Specialist and Central Services Division staff. These duties include research, technical writing, transcribing, and editing a variety of memoranda, correspondence, and informational materials. Arranges and participates in meetings, conferences, and seminars; researches and organizes project information; proofreads correspondence and other written materials. Maintains individual, Director, and Agency electronic mail accounts; coordinates travel arrangements for Director and Division staff, generates legislative and program reports from Division databases; and monitors variable timelines for records retention, disposal, and transfer.

Competencies:

To successfully perform the job duties on the first day of work, requirements are as follows:

Knowledge

This position requires extensive knowledge of methods, practices and procedures of office management; research, bookkeeping, record management and state retention rules; business communication formats, compositions, and editorial practices; business English grammar, spelling, and punctuation. Requires considerable knowledge in functions and operations of various office software applications (e.g., word processing, database, spreadsheet, presentation, etc.); and State, Agency, and Division goals, objectives, policies, and procedures; the legislative process; and ethics and standards of conduct for state employees.

Progressive knowledge pertaining to Montana State government; state and federal laws, regulations, and policies agriculture; and trends and issues affecting Montana's agriculture industry is highly desirable.

Skills

This position requires skill in the operation of advanced functions of word processing, database, spreadsheet, presentation, and other standard software applications as well as general office machines and equipment (e.g., printers, faxes, photocopiers, multi-line telephones, cell phones, blackberry, etc.). This position also requires extensive skills in all aspects of written and verbal communications, including administrative correspondence, technical reports, and telephone communications. Must have skills in researching, gathering technical data and statutory information, and summarizing and preparing special reports on a variety of issues.

Abilities

This position requires the ability to anticipate the possible impact of actions being taken (their own and the actions of others); to recognize potential and actual problems and respond in a positive, proactive way to recommend and/or implement solutions. The position also requires the ability to manage multiple projects under inflexible deadlines; establish and maintain positive professional relationships with Agency staff and management, the Governor's office, congressional offices, state and federal agencies, industry representatives, state legislators and the public; communicate effectively verbally and in writing; maintain appropriate level of confidentiality and initiative to provide self direction in work assignments. **Must be highly self-motivated and able to take initiative in work assignments. Must be able to gently help others stay on task, insuring that goals set by the Director are met! Must have the ability to be an effective team player!**

Education/Experience:

The above knowledge, skills and abilities are typically gained through achieving a BA in business administration or a related field and two to four years relative work experience. The agency will accept alternative, equivalent combinations of education and experience, to be evaluated on a case-by-case basis. Training assignment will be considered as necessary.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

REQUIRED APPLICATION MATERIALS FOR THIS POSITION

1. Signed and completed state application. (PD-25, rev.05/03 or later)
 2. Current Resume.
 3. Cover Letter indicating why this position is of particular interest to you and why you believe you would be a good fit for the position.
 4. Response to Supplemental Questions (see below).
- Applicants claiming the Veteran's or Disabled Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form.
 - In accordance with the Montana Compliance with Military/Selective Service Act, a male selected for state government employment must produce documentation showing compliance with the Act.

Supplemental Questions:

Instructions: Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your responses must be printed clearly or typed on standard paper. Please put your name and the position for which you are applying on each sheet. Your responses will be viewed as a sample of your written communication skills and separately from the state application.

1. Please tell us what particular knowledge, skills and abilities you have that would qualify you for this position.
2. The Executive Secretary for must be able to anticipate and proactively resolve problems, ideally before they occur! Please tell us your qualifications in this regard and give at least one specific example of when you applied this competency.

Click on this link to download
[State of Montana Employment Information and Application](#)

If you have questions about a position you are applying for, or have already applied for, contact the agency that listed the position. That information is listed on each vacancy announcement.

If you have comments about this website contact -

[ldavis.mt.gov](mailto:ldavis@mt.gov)

or

[tantonick.mt.gov](mailto:tantonick@mt.gov)

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